

BYLAWS OF PATUXENT RIVER LOCAL LODGE 4

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

PREAMBLE

We, the members of Patuxent River Local Lodge No. 4, International Association of Machinists and Aerospace Workers, believe that the right of those who toil is to enjoy the fullest extent the wealth created by their labor and that this is a natural and just right. We realize that under changing industrial and economic conditions it is impossible for those who toil to obtain the full reward of their labor other than through united action.

It is the established policy of this Lodge to advocate a fair day's work for a fair day's wage, but while advocating for ourselves the rights of an employee, the rights of an employer shall not be lost sight of. Therefore, we must strive for mutual understanding with respect between employee and employer thus establishing a harmonious relationship.

Therefore; We, the members of Patuxent River Local Lodge No. 4, IAM, pledge ourselves to labor untirely for the principles of our great organization, to educate and train our membership to perpetuate our Lodge on the basis of solidarity, teamwork and justice, to ever fight for the emancipation of labor, and to consistently endeavor to bring about a higher standard of living among our members.

We will also pledge to cooperate in bringing about the establishment of the platform of the Grand Lodge of the International Association of Machinists and Aerospace Workers as well as strive to attend meetings and thereby become an active part in the management of our Lodge and to live within the confines of the IAM Constitution.

We must always strive to conduct ourselves in a manner which will preserve the respect and honor of our membership and organization as a whole, in this respect the conduct of constant negative nature is to be discouraged by one and all members in good standing.

ARTICLE 1 – NAME

Section 1. This organization shall be known as Patuxent River Local Lodge No. 4 of District Lodge No. 4, of the International Association of Machinists and Aerospace Workers by virtue of the charter issued by the International Association of Machinists and Aerospace Workers on 1, August, 2007.

Approved: 11-27-12

Effective: 12-1-12

ARTICLE 2 – Meetings

Section 1. Regular meetings of this lodge shall be held on the last Sunday of each month. Meetings shall start promptly at 6:00 p.m. at such place as may be determined by the Lodge from time to time. If a meeting falls on a holiday weekend, in such an event a substitute day of meeting will be set at the preceding meeting.

Section 2. Special meetings shall be called by the President of the lodge in accordance with the IAM Constitution. In the event of a special meeting, members shall be notified by shop bulletins and other appropriate methods.

Section 3. The President shall preside at all meetings. In his absence, the Vice President shall preside. In the absence of both, the line of succession to the chair shall be as follows: Recording Secretary or Secretary-Treasurer.

Section 4. Quorums shall be as set forth in the IAM Constitution for regular or special meetings.

Section 5. No member shall be allowed to enter or leave the Lodge during the opening, reading of the minutes, or while the lodge is in executive session, unless excused by Conductor-Sentinel.

Section 6. Any member, who persists in disturbing the meeting after having been called to order, or warned three (3) times, may be fined or compelled to leave the hall.

Section 7. All fines imposed can be remitted only by a two-thirds (2/3) majority vote of the members present. All fines and assessments shall be charged as dues thirty (30) days after notification and must be paid before the Secretary-Treasurer can accept dues.

Section 8. The Rules of Order for Local Lodge No. 4 shall be followed as set forth in the IAM Constitution under Rules of Order. Robert's Rules of Order will apply to questions not covered thereby.

ARTICLE 3 – OFFICERS, DUTIES AND COMPENSATIONS

Section 1. The officers of this Lodge, their qualifications, election and installation shall be in accordance with the IAM Constitution. The duties of the officers shall be as prescribed in the IAM Constitution.

Nominations and the election of officers shall be held in election year.

All terms of office shall be for the period of three (3) years.

All notices and correspondence will be approved by the President and bear the seal of the Lodge.

Section 2. The Executive Board shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel and three (3) Trustees.

Section 3. In an emergency that requires prompt action, the Executive Board shall have full charge in handling such matters.

Section 4. The President shall receive \$190.00 per month.

Section 5. The Vice President shall receive \$165.00 per month.

Section 6. The Recording Secretary shall receive \$190.00 per month.

Section 7. The Secretary-Treasurer shall receive \$275.00.

Section 8. The Conductor-Sentinel shall receive compensation in the equivalent of monthly dues.

Section 9. The Trustee(s) shall receive compensation in the equivalent of monthly dues.

Section 10. The Chief Steward shall receive \$175.00 per month.

Section 11. The Auditor(s) shall receive \$35.00 only in the months that they actually perform their duties.

Section 12. Tellers shall receive \$25.00 only in the months that they actually perform their duties.

Section 13. The Communicator shall receive \$80.00 monthly.

Section 14. The Educator shall receive \$80.00 monthly.

Section 15. Primary Stewards shall receive compensation in the equivalent of monthly dues.

Section 16. The President, Recording Secretary, Secretary-Treasurer, Chief Steward shall receive \$50.00 per month cell phone expense offset.

Section 17. All Officers, employees or other individuals in this Local Lodge who are responsible for, or handle funds of or for the Local Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

Section 18. That any designated members, committee member or officer attending union business, such as Federal Mediation, arbitration, contract negotiations, labor board hearings, affiliations meetings, and special approved meetings shall receive \$20.00 per day for expenses. Any questions about these meetings or pay shall be brought before the Executive Board.

Section 19. Any member and/or members delegated by the Local Lodge membership to represent the Local Lodge on official business necessitating travel of 50 miles or more shall receive per day per diem allowance in accordance with IAM Grand Lodge per diem rates. His/her actual expenditures for lodging (up to single occupancy) and travel at the actual coach class airfare, or if traveled by car up to the amount of coach-class airfare, at the mileage rate set forth by the IRS. The Executive Board shall approve all other travel arrangements.

Section 20. In the event any officer of this Lodge is absent from three (3) consecutive regular meetings of this lodge without being excused therefore, and if there is no controversy as to the refusal to excuse being proper, such officer shall be deemed to have resigned his office. The vacancy shall be filled by appointment by the presiding officer on a pro tem basis for that period reasonably required to bring about the nomination and election of a successor.

(a) Should such officer contend the refusal to excuse him for such absence is improper, the presiding officer shall prefer charges against him, charging conduct unbecoming an officer on the basis of his absence without excuse found acceptable to the Lodge, and he shall be tried in accordance with applicable provisions of the IAM Constitution.

Section 21. Officer Candidates must have attended 50% of the regular meetings of the Lodge during the twelve month period ending the date of close of nominations to be eligible to run for Office.

Section 22. Any vacancy occurring in the office of the President shall be filled by the Vice President for the unexpired term. All other vacancies shall be filled for the remaining term as appointed by the President, with the approval of the Executive Board. Those members appointed to fill such vacancies shall meet all eligibility requirements of the IAM Constitution.

ARTICLE 4 – FEES AND DUES

Section 1. The initiation and reinstatement fees shall be equal to one month's dues for each individual member.

Section 2. The monthly dues of this lodge shall be a rate equal to two and one half (2.5) times the individual current hourly earnings for each member of the local lodge.

Section 3. During the process of organizing, concession of the initiation fee may be granted by special action of the lodge when the International President grants dispensation.

Section 4. Applications for membership or reinstatement of membership in this Local Lodge must be submitted on the membership application forms supplied by this Local Lodge and all application forms must be accompanied with the proper initiation or reinstatement fee. Honorary Withdrawal Cards, either from the IAM or a union with which the IAM has a reciprocal transfer agreement, must be submitted within ninety (90) days after accepting employment and be submitted with a membership application as above, also the applicant must meet all other provisions set forth in the IAM Constitution.

Applications for membership or reinstatement shall be voted on at the same meeting at which they are presented, but any application may be referred to the Investigating Committee, if a majority of those voting elect to do so. A majority of those voting on the question of membership shall be necessary to elect any applicant to membership. An application once rejected shall not again be voted on until after six (6) months.

Membership shall begin on the date of initiation or reinstatement.

Section 5. As used in this section, delinquency is defined as the failure of a member to pay his dues, fines, assessments, or special levies within the current month. Except as otherwise provided for in the IAM Constitution.

Delinquency for two (2) months in the payment of dues, fines, special levies or assessments shall automatically cancel membership and all rights, privileges, and benefits incident thereto. The period of good standing membership of members whose membership has been cancelled for delinquency or other cause shall date from their last reinstatement as shown by the Grand Lodge records and their rights, privileges, and benefits under the provisions of the IAM Constitution and these bylaws shall attach and date from their last reinstatement, as though they had never before held membership in the IAM.

Section 6. Local Lodge No. 4 will pay the unemployment stamp for any member in good standing who is sick or disabled according to Article G of the IAM Constitution. The member must make written application for the unemployment stamp(s) in a timely manner. The matter of reporting is entirely the member's responsibility.

Members who violate any provisions of this section, and by incorporation of Article G of the IAM Constitution, or who obtain unemployment stamps by false pretenses or misrepresentation of the facts, shall be guilty of misconduct and subject to charges, trial and penalty therefore as provided in Article L of the IAM Constitution.

Section 7. Lost or destroyed dues books will be replaced at the cost of \$.25 to the member.

Section 8. Local Lodge No. 4 will pay the Retirement Card fee for all members in good standing upon application within the required time period as outlined in the IAM Constitution.

ARTICLE 5 – FUNDS

Section 1. \$2.00 a month of each member's monthly dues will be set aside into the emergency fund to be reduced to \$1.00 per month starting 1 January 2009 to be capped at \$250,000.00. \$2.00 a month of each member's monthly dues will be set aside into the arbitration fund to be reduced to \$1.00 per month starting 1 January 2009 to be capped at \$250,000.00. \$.50 a month of each member's dues will be set aside into the building fund. All the accounts shall be deposited in a bank or savings or loan association, insured by the Federal Government.

Section 2. All deposits and withdrawals of the Emergency Fund shall be handled in the same manner as other Lodge receipts and disbursements except as set forth in the IAM Constitution.

Section 3. All donations of Lodge funds for any charitable request, relief aid to member(s), or donations to any individual shall be voted upon by the members in attendance at a regular Lodge meeting.

Section 4. Additional money may be transferred from the general fund to any of the funds listed in Article V, Section 1. By a majority vote of the membership of the Lodge in attendance at the regular monthly meeting.

Section 5. The Lodge financial books will be audited semi-annually in accordance with the IAM Constitution.

ARTICLE 6 – STANDING COMMITTEES

Section 1. A. The Lodge shall elect or the President may appoint with the Executive board's approval, committees as needed in accordance with the provisions of the IAM Constitution. The standing committees shall include but not limited to; the Negotiation committee, Grievance Committee, Organizing Committee, Scholarship Committee, By-Laws Committee, and a Community Services Committee.

Each committee shall consist of at least three (3) members. The Organizing, Services and Grievance Committees shall meet monthly while the negotiating, Scholarship and By-Laws Committees shall meet quarterly or more often as needed.

B. Each contract shall have a Negotiating Committee consisting of at least one (1) member from each area. The Negotiating Committees shall remain solvent as long as the negotiated Collective Bargaining Agreement (CBA) is in effect.

The Negotiating Committee of this Lodge will be used when entering into any negotiations with an employer for a successor Collective Bargaining Agreement or any modification of a Collective Bargaining Agreement. No modification to an existing CBA shall be deemed to be valid or take effect until it has been ratified by the members of the area affected by the modification. Such agreements shall be made available to every member covered by the agreement before a ratification vote is taken.

Each Negotiating Committee shall be elected at least one year prior to the contract expiration.

C. All standing committees shall give reports on committee activities and meetings at the next Local Lodge meeting. A summary of each report shall be forwarded to the Communicator for distribution to the membership.

ARTICLE 7 – DELEGATES

Section 1. Any Delegate or Representative to be selected by this Lodge shall be elected in accordance with the IAM Constitution for the period of time required. In the event an elected delegate cannot fulfill his/her obligation a replacement shall be appointed by the President and approved by the Executive Board.

Section 2. All delegates to our affiliations shall make a full report to the Lodge on their return.

Section 3. All candidates for delegate or representative of this Lodge shall have attended 50% of the regular meetings of this Lodge during the 12 month period ending the date of the close of nominations and validated by signature in the attendance book.

The duties and qualifications of all Delegates from this Local Lodge shall be governed by the IAM Constitution and the rules of the Convention that they are attending.

ARTICLE 8 – STEWARDS

Section 1. Stewards shall be elected by the members of the Hangars that they represent. The Chief Steward can be elected from any where within the bargaining unit.

Section 2. All Stewards shall be elected and elections shall be held in January for the term of one (1) year. The Chief Steward shall be elected for a period of three (3) years and must have previously served as a steward in Local Lodge 4.

- (a) Nominations for Stewards shall be held at the regular December meeting.
- (b) Candidates must have attended 50% of the regular meetings of the Lodge during the twelve month period prior to nominations to be eligible to run for

Steward. In the event any steward of this Lodge is absent from three (3) consecutive regular meetings of this lodge without being excused therefore, and if there is no controversy as to the refusal to excuse being proper, such steward shall be deemed to have resigned his position.

- (c) Whenever any given area fails to have an eligible candidate, the Executive Board shall appoint a steward, unless more than one (1) person volunteers for the position, in which case a hand vote by present members of affected area will be conducted. The Chief Steward will cover said area until the Executive Board appointment can be made. The selected Steward's term shall be till the next regular steward election.
- (d) In the event of a tie, the election shall be decided by bargaining unit seniority in the event both members have the same bargaining unit seniority the tie shall be decided by a coin toss.

Section 3. A Stewards must have been a member of this Lodge in good standing for one (1) year.

Section 4. There shall be special steward meetings quarterly as called by the Chief Steward or by the President.

ARTICLE 9 – ELECTIONS

Section 1. Elections shall be held in accordance with the IAM Constitution.

Section 2. Absentee ballots shall be issued in accordance with the IAM Constitution.

Section 3. Any election protest shall not be valid unless filed in writing with the International President within thirty (30) days after the election.

Section 4. At the same time of notifying the membership as to date, time and location as to where an election is to be held, the Local Lodge Executive Board shall identify the restrictions regarding the necessary boundaries dividing the area from soliciting votes from the balloting place.

ARTICLE 10 – DEATH

Section 1. Upon the death of a retired member, an active member or an active member's spouse, son, daughter, mother, father, sister, brother, the Recording Secretary shall procure a suitable floral piece, or donation to the charitable organization of the member's or member's family choice, not to exceed the cost of \$100.00, to be paid from the funds of the Lodge.

ARTICLE 11 – CHANGE OF EMPLOYMENT AND ADDRESS

Section 1. Each member must notify the Secretary-Treasurer of any change of addresses or changes of employment.

ARTICLE 12 – AMENDMENTS

Section 1. Any increase in the amount of initiation, reinstatement fees and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

Any other amendments to these bylaws must be handled on the basis of the following procedures:

- (a) All proposals must be in writing, signed by not less than five (5) members, and referred to a Bylaws Committee appointed by the President.
- (b) Must be read as proposed at two (2) consecutive meetings. Immediately following the second reading and vote to be taken on the Bylaws Committee's recommendations.
- (c) Reasonable advance notice must be given to the membership of the time, date and place of the second reading, and vote to be taken on the Bylaws Committee's recommendations.
- (d) Each proposal must be considered and voted upon separately. A majority affirmative vote by those present and voting is needed for adoption.
- (e) Triplicate copies of approved proposals, together with the master copy of bylaws shall be referred to the International President for approval and designation of an effective date.

Section 2. The membership shall be notified by shop bulletin or other appropriate means of such proposed amendment or amendments and the date of the meeting.

Section 3. No proposed amendments to these bylaws shall be in order if the proposal has been properly voted upon during the past one (1) year and defeated.

Section 4. Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of the IAM Constitution. The IAM Constitution shall govern all matters arising and not specifically covered by these bylaws.

ARTICLE 12 – POLICY

Section 1. The excuses acceptable for failing to attend regular scheduled meetings will be verified personal illness, death in immediate family, vacation, official union business and company directed travel. Other excuses may be made in exceptional cases when requested in writing. All excuses must be presented within 10 business days in writing by the member and presented to the Recording Secretary. Then recommended and accepted by the Executive Board. Any excused absence from a regular meeting shall not be counted against the member for election eligibility purposes.

Section 2. Meeting attendance will be validated by the member's signature in the meeting attendance book.

Section 3. Any officer, committee member or steward failing to perform the duties of his/her office or position shall be subject to applicable provisions of the IAM Constitution.

**Approved For and in behalf of
International President**